

# UNIVERSITY OF NAIROBI GRADUATE SCHOOL

## **GUIDELINES ON GRADUATE ADMISSIONS:**

1. Deans and Directors shall shortlist only applicants whose applications are complete and meet the admission requirements for the degree program applied.
2. A complete application should have a duly filled application form and all the requisite academic documents for the degree program applied for.
3. The list of the requisite academic documents to be attached to an application for a postgraduate degree program can be downloaded from the Graduate School website: <https://graduateschool.uonbi.ac.ke/> for ease of reference.
4. The names of the applicant in the application form shall tally with the names in the attached academic documents.
5. Applicants with incomplete forms and those whose names on the application forms do not tally with the names in the attached academic documents should be contacted to attach the missing documents and or correct the names in the application form.
6. Deans and Directors shall process graduate admissions in their Boards and submit to the Director, Graduate School through their respective Principals duly signed shortlists and cover memos.
7. The shortlists should be emailed to Director, Graduate School through the email address: [gs-admissions@uonbi.ac.ke](mailto:gs-admissions@uonbi.ac.ke). This is a dedicated email address for graduate admissions and related issues.
8. The Graduate School will process the shortlists and issue admission letters online to applicants whose applications are complete, meet the degree program admissions requirements and the names on the application form tally with the names in the academic documents.
9. Secondary school level qualifications and certificates for international applicants shall continue to be verified by the National Examinations Council (KNEC) and Kenya National Qualifications Authority (KNQA).
10. Accreditation / recognition of foreign universities and degrees will continue to be handled by the Commission of University Education (CUE). The Graduate School will provide introductory letters to the affected shortlisted applicants.
11. Degree certificates and academic transcripts obtained from foreign Universities will continue to be certified by the Quality Assurance Unit of the Ministry of Education or respective embassies / High Commissions.

12. All admitted applicants will be required to present certified degree certificates and academic transcripts (certified by the issuing institution), and the original degree certificates and academic transcripts during registration.



**PROF L.W. NJENGA**  
**DIRECTOR, GRADUATE SCHOOL**

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